

How to Upload an Assignment

Occasionally, in a Moodle class, you will need to complete an assignment. The best way to do that is to create a document in a word processing file (MS Word). After you have saved that document on your computer, proceed with the following steps.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Monday, October 5, 2015, 12:00 AM
Time remaining	3 days 23 hours
Last modified	Thursday, October 1, 2015, 12:06 AM
Submission comments	▶ Comments (0)

1. Click here to add your assignment.








Add submission


Make changes to your submission

2. The box below will open. Click on the small icon shown by the arrow below.

File submissions Maximum size for new files: 1MB, maximum attachments: 1



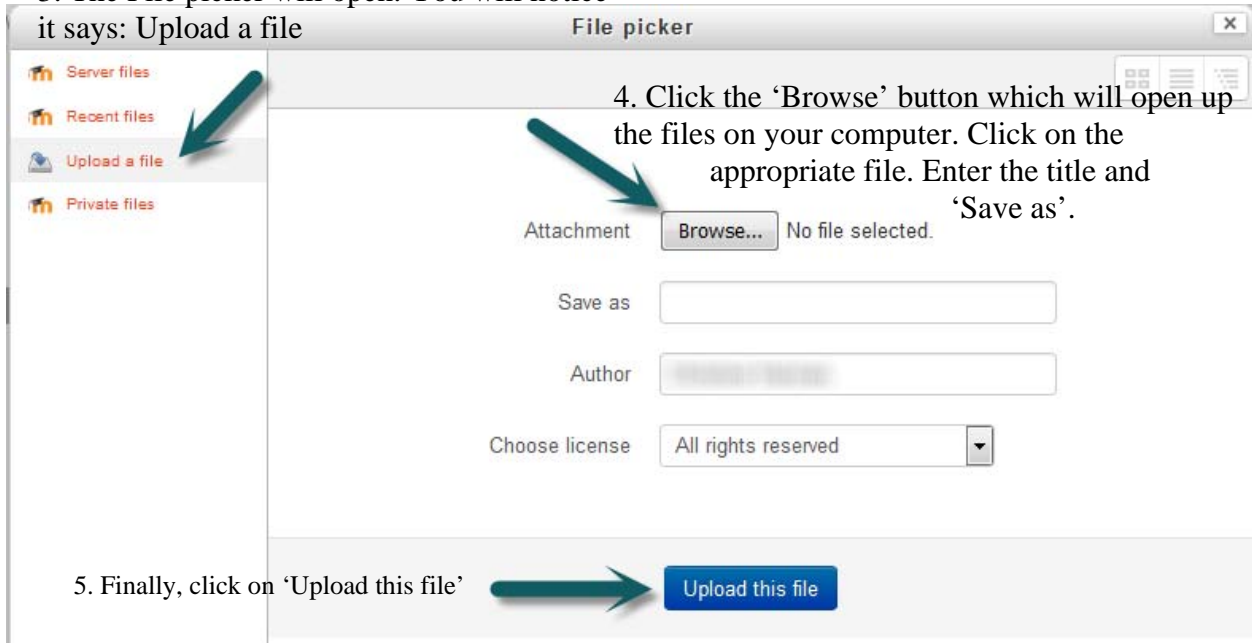
▶ Files



You can drag and drop files here to add them.

[Save changes](#) [Cancel](#)

3. The File picker will open. You will notice it says: Upload a file

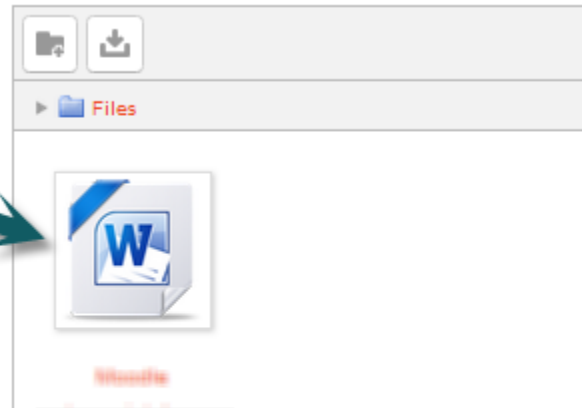


4. Click the 'Browse' button which will open up the files on your computer. Click on the appropriate file. Enter the title and 'Save as'.

5. Finally, click on 'Upload this file'

6. The File submissions page will reopen and you will see your file listed there.

File submissions



7. Finally, click 'Save changes' and your uploaded assignment is ready to be graded.

